

SAFETY PROGRAM

SAFETY TRAINING

The language used in this document does not create an employment contract between the employee and the agency. This document does not create any contractual rights or entitlements. The agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

PURPOSE

The purpose of this policy is to establish training requirements for employees of the South Carolina Department of Administration as required by the Occupational Safety and Health Administration (OSHA) standards and this policy. The objectives are to change behavior, improve on-the-job performance, and for workers to keep themselves and others safe and healthy.

Many standards set forth by OSHA and other government agencies explicitly require the Department of Administration as the employer to train its employees in the safety and health aspects of their jobs. Other OSHA standards make it the Department of Administration's responsibility to limit certain job assignments to employees who are "certified," "competent" or "qualified" – meaning they have special knowledge, experience and training. OSHA believes training is an essential part of every employer's safety and health program resulting in fewer worker injuries and illnesses, lower insurance premiums and other benefits. One of the first questions an accident investigator will ask is whether the injured employee was trained to do the job.

POLICY

All Department of Administration employees will receive safety training as outlined in this policy and in accordance with applicable OSHA and other government agency standards.

PROCEDURES

1. Ideally, safety and health training should be provided in order to prevent problems or accidents from occurring. This training would cover both general safety and health rules and work procedures, and would be repeated in the event of an accident or near-miss incident.
2. It is the responsibility of the Department of Administration Safety Office to provide New Employee Safety Training (NEST), and mandatory general and specialized safety training on an initial, recurring and remedial basis, as required.

SAFETY PROGRAM

SAFETY TRAINING

- A. Safety training has two basic tracks. Supervisors were surveyed in determining each job's safety training requirements.
- 1) The Administrative Track is designed for employees in clerical, supervisory and managerial roles. An employee with a unique job requirement may require relevant training beyond the regular administrative safety training.
 - 2) The Technical Track is designed for employees such as Trades Specialists or those who are involved in specialized activities. Specialized safety training is based upon the employee's position description and possibly other work requirements.

ADMINISTRATIVE TRACK	TECHNICAL TRACK
Safety Policies & Procedures	Safety Policies & Procedures
Hazard Communication *	Hazard Communication *
Fire Prevention, Emergency Action & Homeland Security Plan, Part I – General Information	Fire Prevention, Emergency Action & Homeland Security Plan, Part I – General Information
Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team & Building Specific Information **	Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team & Building Specific Information
Office Safety ***	Other specialized safety training dependant upon the employee's job classification / work requirements *****

* ~~Includes instruction on how to use the safety on-line courseware~~

** Provided by the Team Leader or designee (see Emergency Plan Training Outline)

*** ~~Typically delivered by computer web-based / on-line training (CBT)~~ Computer based training courses and ClarityNet are No Longer Available (Effective 31 Mar 2014).

**** This training may be provided in instructor-led training ~~or CBT or both~~

NOTE: The Facilities Management Custodial team has unique safety training curriculum requirements and due to a large number of contracted employees this training is typically provided through instructor-led classes.

- B. The NEST curriculum consists of the following and a Department of Administration Safety Officer will:
- 1) Introduce Department of Administration employee safety policies and programs.
 - 2) Describe accident-reporting procedures.
 - 3) Describe the employee's safety training requirements.
 - 4) ~~Instruct how to access and use computer based training (may be taught concurrent with the Hazard Communication on-line course).~~
 - 5) Cover general Fire Prevention, Emergency Action and Homeland Security Plan basic information, Part I.

SAFETY PROGRAM

SAFETY TRAINING

3. Timing Requirements:
 - A. NEST is required on the first day of hire.
 - 1) Contracted employees are provided safety training information, i.e., a digital video disc (DVD), for new hires prior to start of work with the Department of Administration.
 - 2) Team Leaders (who may delegate to a designated person) are to provide Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team & Building Specific Information (see training outline at Attachment 2).
 - B. Other required safety training ~~available by CBT~~ should be completed within 14 days of hire.
 - C. Driver training, CPR-1st Aid-AED classes and other instructor-led safety training should be completed within 90 days of hire.

NOTE: EMPLOYEES THAT HAVE NOT SUCCESSFULLY COMPLETED A SAFETY COURSE ARE NOT ALLOWED TO PERFORM THOSE ASSOCIATED DUTIES UNLESS UNDER DIRECT SUPERVISION OF A QUALIFIED EMPLOYEE.

4. When the standards do not explicitly require training, the Department of Administration is still responsible to train its employees concerning the hazards in the work place. These hazards can be identified from accident trend records, information contained in Safety Data Sheets of the hazardous materials used in the work place, and by observing actions and practices in the work place that are dangerous or of a high occupational risk.
5. The Department of Administration is only required to train employees exposed to specific hazards which means:
 - A. Employees required by regulation, i.e., employees that may reasonably be expected to be involved in activities described in the standard or in areas where the employee could be at a high occupational risk.
 - B. Supervisors of such employees.
 - C. Employees whose work potentially exposes them to identified hazards.
6. The minimum safety training for Department of Administration employees was determined based on an analysis of the above factors, coordinated with team management, and formalized into training requirements documented in the Department of Administration's training database.
7. Safety training is based on the following:
 - A. Position Description: Everyone who is assigned a specific Job Classification, i.e., Trades Specialist, has a common profile requiring certain safety training.
 - B. Job Function: If safety training pertains only to a specific job function (i.e., a plumber, electrician or heating, ventilation and air conditioning all of whom are in

SAFETY PROGRAM

SAFETY TRAINING

- the same Job Classification of a Trades Specialist) or workplace, then this subset of employees can be assigned possibly by supervisor for specified training.
- C. Employee Unique: The training is unique to a designated employee or a few employees but not based on generic job classification or job function.
8. Some safety courses are only required upon initial assignment. However, certifying agencies such as the American Heart Association (AHA) for 1st Aid-CPR, and the American Automobile Association (AAA) and the National Safety Council (NSC) for driver training established refresher currency requirements. OSHA also prescribes refresher training but does not always specify a time interval. This policy establishes recurring training intervals for those safety courses where OSHA requires safety training but has not stated a specific interval (see Attachment 1).
9. Supervisors are responsible to manage subordinate employee training. All training requirements, including safety training, are available on an individual or team basis. Regular reports are provided by or can be requested from the Safety Office.
- A. It is management's responsibility to allot time during normal work hours for employees to receive required safety training on an initial, recurring and remedial basis, as required.
- B. Supervisors shall ensure all new or transferred employees unfamiliar with new job assignments are given specific instructions at the time of assignment in the precautions to be taken in connection with the new job or assignment. This may mean, in addition to the required safety training, on-the-job training under the supervision of a designated lead worker. No Department of Administration employee is allowed to operate tools, equipment or machinery, or to conduct operations unless he/she has received the appropriate instruction, safety training, guidance and supervision.
- C. Supervisors will ensure that all safety policies and work practices are complied with at all times. When compliance constitutes a greater hazard than non-compliance, the responsibility rests with the supervisor to determine the safest course of action and to consult with the Department of Administration Safety Office.
- D. Safety, through Team Training Coordinators, can work with Team Leaders and supervisors to manage employee safety training, including registration for scheduled safety and other course offerings ~~through the on-line safety training, as allowed~~. Some safety courses are available as a videotape, DVD ~~or CBT package~~ to be led by a team proctor authorized by Department of Administration Safety. Other safety courses are available for self-study to be taken at computer workstations at various work sites or through personal computers.
10. The objective of safety training is safe work practices on the job. It is critical for the learning to effectively improve each employee's safety awareness on the job.

SAFETY PROGRAM

SAFETY TRAINING

- A. A written test or a demonstration of a new skill or ability may be used, and/or the employee should be observed on the job to ensure the employee understood the training and is successfully applying the new knowledge. Safety **CBT** courses require a score of 70 percent or better to pass.
 - B. Feedback from tests, observations, and employee critiques should be used to improve course content.
 - C. Remedial training would be appropriate for lack of knowledge of a work process, unfamiliarity with equipment, use of improper procedure, and/or when an employee is involved in an accident. Remedial training may be limited to a specific portion of or may require the entire subject material be reviewed, as required.
11. It is the responsibility of the Department of Administration Safety Office to establish and maintain individual safety training and certification records. ~~Safety's on-line training database (ClarityNet) is the official source of individual training qualification requirements and transcripts.~~
12. Team Leaders and supervisors are to incorporate safety training into their normal activities.
- A. Safety is to be an agenda item at all team meetings. This provides an opportunity for the team to discuss immediate safety issues, review business conducted at their Safety Committee, or to conduct a short safety training session.
 - B. It is recommended for supervisors to provide a "Supervisor's Safety Talk" on a frequent and regular basis, i.e., weekly. These can be five to ten minute quick reminders on one specific safety topic or procedure. Suggested talks, posters, inspection checklists, regulations, material safety data sheets, and much more safety information are available through the Safety web page or contact the Department of Administration Safety Office.

SAFETY PROGRAM

SAFETY TRAINING

ATTACHMENT 1:

SAFETY TRAINING – RECURRENCE INTERVALS

COURSE	OSHA-Specified (Months) ⁽¹⁾	DOA-Specified (Months)
Aerial Lifts (CBT)*		
Asbestos Awareness (CBT / ILT) *	12	
Back Safety (CBT / ILT) * ⁽²⁾		36
Bloodborne Pathogens	12	
Confined Space Entry, Part I – Instruction (CBT) *		12
Confined Space Entry, Part II – Hands-On		12
Driver, Commercial License	60	
Driver Training (Initial 8-Hour) **		
Driver Training (Refresher 4-Hour) **		36
Electrical Safety (CBT) *		36
Fall Protection, Part I - Instruction (CBT) *		12
Fall Protection, Part II – Hands-On		12
Fire Prevention, Emergency Action & Homeland Security Plan, Part I - General		
Fire Prevention, Emergency Action & Homeland Security Plan, Part II – Team/Facility Specific Information		36
Fire Prevention, Emergency Action & Homeland Security Plan, Part III – Portable Fire Extinguisher Live Fire Hands-On	12	
First Aid-CPR-AED ***	24	
Ground Maintenance Equipment (CBT) *		-
Hazard Communication (CBT /ILT) *		36
Heat Stress (CBT) *		
Job Safety Analysis		
Ladder (and Stairway) Safety (CBT) *		-
Lead Awareness	12	
Lock Out / Tag Out, Part I–Instruction (CBT)*		12
Lock Out / Tag Out, Part II – Hands-On		12
New Employee Safety Training		-
Office Safety (CBT) *		
Personal Protective Equipment (CBT) *		-
Pesticide Applicator Certification, Non-Commercial	60	

SAFETY PROGRAM

SAFETY TRAINING

Powered Industrial Truck, Part I - Course (CBT) *		36
Powered Industrial Truck, Part II - Evaluation	36	36
Respiratory Protection, Part I – Instruction (CBT) *	12	
Respiratory Protection, Part II – Fit Testing	12	
Respiratory Protection, Part III – Medical Evaluation	12	
Scaffold Safety (CBT) *		
Tool Safety (CBT) *		-
Welding, Cutting, Brazing and Soldering (CBT) *		-

- * ~~Computer-Based Training (CBT) is available on-line – Safety Training . Safety courseware is not compatible with Netscape; Internet Explorer is recommended.~~ Only courses with “CBT” indicated ~~are available on-line but~~ may be provided as Instructor-Led Training (ILT) i.e., in a classroom setting with a designated instructor. **CBT is No Longer Available (Effective 31 Mar 2014)**
- ** Designated routine drivers of state vehicles require initial training within 90 days of hire/assignment then refresher training every 3 years thereafter
- *** Department of Administration Safety instructs CPR-1st Aid-AED using an American Heart Association course with certification every 2 years
- (1) OSHA requires the employer to institute a training program and ensure employee participation in the program. OSHA also requires employees to be trained when an applicable plan is developed; upon hire or the employee is assigned initially to a job; when the employee's responsibilities under the plan change; whenever there is a significant change in the plan; and remediation is required when the employee is observed operating in an unsafe manner, whenever the employer has reason to believe there are deviations from or inadequacies in the employee's knowledge or use of prescribed procedures, or has been involved in an accident or near-miss incident. Such training must be provided at no cost to the employee and during working hours.
 - (2) OSHA’s ergonomics standard is pending adoption

SAFETY PROGRAM

SAFETY TRAINING

ATTACHMENT 2

Fire Prevention, Emergency Action & Homeland Security Plan
SE0003-98B Part II – Team/Facility Specific

- In Part I, employees learn general information on building evacuation and emergency actions for severe weather, natural disasters, workplace violence, bomb threats, and terrorist activities. (Part I is normally provided by Department of Administration Safety at New Employee Safety Training on the first day of hire.)
- In Part II, employees are briefed by their Team Leader or designee on emergency situations unique to their location and job duties. Pre-planning and foreknowledge are necessary to making fast decisions and taking quick actions in response to unexpected yet possible events. The new employee should receive this information on their first day of hire and every 3 years thereafter or whenever there is a significant change in procedures.

TRAINING OUTLINE: For each work site in which the employee has responsibilities, the employee is to know:

1. Facility's Name and Street Address
2. How to alert the Emergency Management Services (911) for Fire, Police and/or Ambulance. Employees are authorized to use work cell phone or facility's land lines to report emergencies to 911 (dial 9 first, if required, for outside line)
3. For Fire (building evacuation):
 - a. How to alert the building occupants to evacuate, i.e., the type of emergency alarm mass notification that is available:
 - i. Manual fire alarm pulls at exits (will activate automatic strobe/horn units)
 - ii. Public address system (manual and/or automatic)
 - iii. Employees (Floor Wardens) using word of mouth, air horns or whistles, or
 - b. Whether the building requires total evacuation or, if in a high rise building, if it is zoned and protected to allow a partial evacuation before a total evacuation
 - c. Where all of the emergency exits are located and, if more than one floor, where all of the emergency stairways are located (know primary and alternate egress options)
 - d. If required by job function to fight insipient fires, where the different types of portable fire extinguishers are located and the class of extinguisher to be used to combat a specific material fire
 - e. If trained in First Aid, CPR and Automatic External Defibrillators (AED), where first aid kits and AED units are located
 - f. Location of the Assembly Area and to whom to report their presence and any known problems, and not to leave until directed
4. For Severe Weather:
 - a. Where the building's severe weather safe areas are located

SAFETY PROGRAM

SAFETY TRAINING

- b. What is the mass alerting method (and how the signal is different than fire/evacuation or other emergency mass notification signals)
5. For other emergencies such as bomb threat or intruder:
 - a. How to contact the Building's Emergency Coordinator for appropriate response instruction and mass notification
 - b. How the alerting method is different than other emergency signals, i.e. by telephone notification "tree" and/or e-mail
6. Duties as required by job assignment to assist in evacuation, i.e., Emergency Coordinator, Accountability Monitor, Floor Warden, Disabled Persons Monitor, etc.
7. For CRITICAL PERSONNEL ONLY: Duties as required for critical job functions (such as building maintenance who responds to a fire alarm and stops/starts building utilities)
8. Location of or how to obtain Material Safety Data Sheet information for hazardous chemical products used in the workplace
9. Other instructions for emergency response, as required
10. How to report building maintenance items for repair (i.e., for Department of Administration-owned and operated buildings, contact General Services Division, Facilities Management Work Order Center, 737-3308)